



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #17**

TO: Family Day Care Home Sponsors

FROM: Kyle L. Guerrant, Director
Office of School Support Services

DATE: June 19, 2013

SUBJECT: Fiscal Year 2014 Child and Adult Care Food Program
Certification Procedures

ACTION: Begin completion of budget worksheets and obtain DUNS
number to ensure timely completion of FY 2014 application.

This memo will provide guidance on the changes to Michigan Department of Education's (MDE) application process for the Child and Adult Care Food Program (CACFP).

As announced in Fiscal Year (FY) 2013 Family Day Care Home (FDCH) Sponsor Memorandum #8, Child Nutrition Reauthorization 2010: Child and Adult Care Food Program Applications, **all** institutions participating in CACFP will be required to initiate a certification for FY 2014. This certification process will be completed beginning in FY 2014 and yearly thereafter. The certification will be completed through the Michigan Electronic Grants System Plus (MEGS+). The MEGS+ certification for CACFP is scheduled to be available approximately July 15, 2013 for FDCH sponsors. MEGS+ can be accessed through the Michigan Education Information System (MEIS) at www.michigan.gov/meis.

Beginning with the FY 2014 certification, all provider site information will be rolled over as active. It is the sponsor's responsibility to amend provider data to ensure that all data is complete and correct. The sponsor will certify this has been done when completing the certification process.

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FDCH sponsors will be required to complete and submit budget worksheets as part of their 2014 certification. The budget worksheets for FDCH sponsors are attached and can be found at www.michigan.gov/cacfp under Financial Resources.

Special Notes

Failure to submit the annual certification of FY 2014 will result in the loss of claims beginning with the October 2013 claim.

Data Universal Numbering System (DUNS)

Reminder: A DUNS number is required for all recipients of Child Nutrition Program (CNP) funds. This number must be included in the FY 2014 CACFP application. It is recommended that you complete this process now, well in advance of the due date of the FY 2014 CACFP application, as this process may take several days to finalize. Failure to complete this process will result in the loss of one or more claims, beginning with the October 2013 claim.

Remember to update your application throughout FY 2014. Per the certification and permanent agreement with MDE, institutions must submit an amended application as changes occur.

Attachments:

Click here for FY 2014 Budget Worksheet (FOR SPONSORS OF CENTERS)
Click here for CACFP Staff List